

BWVC Regular Meeting Minutes
5:00 PM, Monday, December 20, 2021

Attendance: Maria Burslem, Pam Cohen, Toby Ridings, Debbi Sheiker, Mary Young.

Proposed Agenda: Reviewed and approved.

Minutes: 11/16/21 Regular Meeting Minutes were approved.

New Business:

- ❖ The committee agreed to place an ad in The Page for part-time maintenance staff. Wording was agreed to and Toby will submit for publication.
- ❖ American Rescue Plan Act (ARPA) funds request.
 - The committee discussed this request for items for funding with proceeds from this grant.
 - Mary followed up with Betty and Denis will work with Toby on completing the documentation for a request of funds.
 - Toby had completed a list earlier and will provide this information to Denis.
 - The deadline for the request submission is 1/12/22.

Building Manager's Report: *See Building Managers Program Report for information presented. Some of the information provided is recapped, as follows:*

- ❖ Stage ceiling replacement
 - Mary procured an updated estimate from ERCO for this replacement.
 - She will provide the estimate to Pam to obtain the 50% deposit required before proceeding with the work.
- ❖ Roof repair has been completed!

Program Manager's Report: *See Program Report for information presented. Some of the information provided is recapped, as follows:*

- ❖ Art on the Town
 - 12/3/21
 - 33 guests
 - \$63 in donations
 - 6 pieces have sold to date
 - Jill Althouse Wood has had sales of \$720 from her Art on the Town event. 10% of these proceeds will be given to the BWVC (\$72)
- ❖ Artisan Trail
 - The holiday Artisan Trail was a success. The BWVC has received \$290.90 to date in donations from vendor sales.
- ❖ Arden Fiber Arts
 - Canceled until further notice.
- ❖ Move and Be Well
 - Joan Wharburton-Phibbs facilitator
 - The BWVC will offer Joan the following:
 - \$30 rental per class for the 1st 6 weeks of the program, as an introductory rate
 - use of the facility once a week.

❖ Awakened Heart

- The sub-committee is working to create a win-win scenario with AH
 - Toby will ask the Town Chair for details on the leasing agents
 - Is this lease between the BWVC and AH or The Village of Arden and AH?
 - She will also ask for an updated expense analysis of ongoing building utility costs to understand the costs involved in keeping the center open for events
 - AH has proposed a month-to-month agreement
 - The subcommittee will communicate with AH that the current agreement terms will be maintained for the month of January 2022.

Chairperson's Report: *See Chairperson's Report for information provided by Betty.*

Motion to adjourn at 6:30 PM was approved.

Respectfully submitted,
Mary Young
BWVC Secretary

Community Events: Assessors Meetings back at the Buzz and on calendar. Movement and be well sent video. I am setting up a time to meet with Joan after the committee meeting. Arts Fiber is taking some time off to reorganize and see if still interest. Georgist has cancelled December meeting.

Rentals: No new rentals at this time. Susan Oates rental for Saturday yoga going well. None Xmas day or New Year's Day.
No word from NORML. 3rd message sent. No need to discuss until and if I hear.

Operating: Willie Nobles will be able to do the ac unit in room 4 after the holidays. Very busy. Jeremy has been working on door in room 4. Needs one more part. Will check on timeline for finishing.

Twaddell plumbing came in to finish urinal handle.

As soon as I have invoice will get committee to sign and schedule deposit for ½ payment.

Payment request for December Art Loop done

Roofer payment has been signed and sent into Skip

Marketing-Still working on testimonials. Will have by next meeting

Discussion:

No word officially from Andy Burke yet. Through the grapevine, I understand he is going through some personal issues. Still would like to discuss Joey for a PRN person only.

No word on ok for Jeremy's raise yet. Hope to hear soon

Awakened TV is permanently attached on the wall. Can be removed if need be due to rental with children, ACRA, etc.

Website with pics of actual set up of rentals.

Have call out to Verizon for repairing 2nd phone line.

Awakened Heart has sent the proposal and I presented to sub-committee.

Solar Reading: 54039 12/14/21

Thank you for allowing me to present this report.

Respectfully,

Pam Cohen

12/20/21

BWVC Program Report between: 11/15/21 - 12/20/21

Friday Night Programing:

Art Loop: December 3rd: "Light Weavings" Photographs by Elisabeth Bard. Elisabeth serves as our co-curator/coordinator. Guests: 33; Donations: \$63; 6 pieces sold as of yet. Total not available. Jill Althouse Wood sales \$720.00. Commission check received.

Coffee House: 2nd Friday of the Month: Band: Xtra Alltra. 43 Attendees at 9PM peak time. Total door donations \$203.00. Beverage sales \$28.00. Total \$226.00. Staff hours to coordinate set-up and break down = 5 hours.

Weekly Programing:

Monday Night Art Studio - 7-9 PM Jean Orr, sponsor

Arden Bookies - 2nd Monday of the month, Gerry Konselman contact.

Arden Fiber Arts - Tuesday nights 7-9 PM, Denise Nordheimer sponsor
Canceled until further notice.

Tai Chi with Jill Emory - Mon,Wed,Sat 9AM, Jill Emory sponsor and instructor.

Community Event Requests:

Move and Be Well: Intro class held on 10/28 9AM. 6 attendees. Good instruction more interest needed to move forward. Joan is interested in renting space at our Repeat Renter (no support - off peak) cost of \$45.00 per class for room 1 or \$35.00 per class in room 3, for a series of 6 weeks. *(No discounts on a discount)*
Total cost for 6 weeks room 3, 1 class per week = **\$210.00**
2 classes per week = **\$420.00**. In fairness to Joan a "special" intro rate was offered to yoga class @ \$30.00 per class for the first six weeks. Total **\$180.00** 1x per week.

BWVC Chair Report

Dec. 16, 2021

American Rescue Plan Act (ARPA)

- Received preliminary form for proposal
- Need a description of the proposal (Pam would you work with Denis on this? He will do the majority of the work, but you will need to make sure he is on it)
- Deadline (Jan. meeting) Jan. 12.
 - descriptive narrative
 - bids in process

Please talk to your members if you haven't already done so about projects to use the American Rescue Plan Act (ARPA) funds that are designated for our Village— \$219K over 2 years.

We have a simple initial application form for round one that we would like everyone to use so that we have consistently all the information we need for each idea. Please submit one application form for each project idea. A Word version and a PDF version are attached. Please contact me if you need any help with this process.

The initial applications will be due January 12 so that we have time prior to the Town Meeting on January 24 to discuss them with the law firm that is helping us (Barnes & Thornberg) vet the projects for eligibility under the law.

For more information about eligibility please see this information from Barnes & Thornburg:

<https://arden.delaware.gov/wp-content/uploads/2021/11/ARPA-Eligibility.pdf>

There will be a second round of applications due prior to the March Town Meeting that will request more detailed information and contractors' bids.

We hope that you will help us move through this process smoothly so that we can use these funds to the benefit and delight of the Village.

Job Description and Pay Scale

Jeffrey says this is something that needs to be addressed by other committees as paid positions are being explored

- Pam completed Custodial/Maintenance description
- Need one for building manager

- If time allows, discussion concerning pay scales, timing, evaluations, etc.
Might be a good idea to involve Skip and/or Jeffrey in this at some point.

Sex Offender situation

- Waiting to hear if there is an update from the attorney and/or what we can tell Michelle so she can respond to the parent

Civic Committee

- Yard waste
 - Said they don't routinely use the cans, maybe during bed cleanup on occasion
 - Suggested maybe community garden waste (isn't that composted?)

Walkway lighting

- A simple sketch of the plan as well as a description of the work you we are proposing and who will be performing the work. Nothing too elaborate — just enough to give us an idea of them what the project entails.
- Do we have an estimate yet?